



Prairie Band Potawatomi Nation
Tribal Housing Department

Office of National Programs
Season Dominguez, National Programs Specialist
Georgia Smith, Housing Renovation Assistant



Date: _____

Rent Amount: _____

Tenant information:

Your tenant has applied for our Rental Assistance Program; this program provides them with \$200/month paid to the Landlord for rent for 12 months. This letter will serve as proof that the said tenant resides in your rental home, who and where to mail assistance check, and that you will accept payment from Prairie Band Potawatomi on behalf of your tenant.

Guidelines for the Rental Assistance Program state:

- Your tenant is responsible for forwarding a copy of their rental receipt on or by the 15th of every month, to ensure payment for the following month is on time (Your Tenant must send a copy of receipt showing a zero balance for the **current** month's rent **before** a check for the following month will be issued).
- The tenant is responsible for the remaining portion of the rent.
- ***Your Tenant must be current on rent. Back rent or maintenance fees must be current as well. Without a receipt your tenant's payment will not be made.***
- Agree to sign & return the mandatory W-9 form.

By signing you are verifying that you understand your tenant is a participant in this program. All information received will be used solely for this program:

Name of Property Management

(Name check will be made out to)

Address, City, St., Zip

(Address check will be mailed to)

Name of Property Manager/authorized person

(Property Manager/authorized person Signature)

Georgia Smith
PBP Housing Department
Housing Renovation/Rental Program Assistant